

# RENTAL AGREEMENT FORM

## Renter Contact Information

Today's Date: \_\_\_\_\_ Staff Initials: \_\_\_\_\_

Name: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Alt. Phone: \_\_\_\_\_

## Event Information

Event Type: \_\_\_\_\_

Event Date: \_\_\_\_\_

Rental Time Block: \_\_\_\_\_ to \_\_\_\_\_

Number of Guests in Attendance: \_\_\_\_\_

Alcohol Present (Bluebonnet Hall and Pavilion Only) ☐ Yes ☐ No

If yes, hours alcohol present: \_\_\_\_\_

Facility Rented \_\_\_\_\_

Rental Fee Due By Noon \_\_/\_\_/\_\_

## Rental Fees

## Deposit Return

Deposit(s) \$ \_\_\_\_\_

Name: \_\_\_\_\_

Rental Fee(s) \$ \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Other \$ \_\_\_\_\_

TOTAL \$ \_\_\_\_\_

Amt. Withheld: \_\_\_\_\_ Reason for withholding: \_\_\_\_\_

Amount Refunded \$ \_\_\_\_\_ Department Approval: \_\_\_\_\_ Date: \_\_\_\_\_

I accept full responsibility for the above group while at the requested City of Navasota facility and agree to the charges as stated above. I agree, individually and as an agent for the Renting Party to, indemnify and hold the city harmless from any and all damages to City property and injuries to persons attending the event to be held at requested facility on date(s) of rental. I agree to comply with the Navasota Parks and Recreation Department Rental Policy and agree that I will ensure compliance with all rules, regulations, and ordinances applicable to the use of City of Navasota's parks and facilities.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

I have received and will thoroughly reviewed the Rules and Regulations, understand all of the information as it pertains to me, and agree to uphold all policies during my rental. I understand that failure to comply could result in forfeiture of all or a portion of my deposit.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

## STAFF USE ONLY

SECURITY REQUESTED FROM \_\_\_\_\_ TO \_\_\_\_\_ (4 hour min) \*Must be completed at time of rental.\*

REASON (check all that apply): ☐ Alcohol Present ☐ Dance/Party for children or teens

☐ Starts after 5P on Friday or Saturday ☐ Ends after 9P

Date Security Request Submitted To Navasota PD \_\_/\_\_/\_\_ Staff Initials \_\_\_\_\_